



**DEPARTMENT OF THE ARMY
HEADQUARTERS, 266TH FINANCE COMMAND
UNIT 29001
APO AE 09007**

REPLY TO
ATTENTION OF

AEUFC-S2

Policy Letter Number 16

SUBJECT: Reproduction of Classified Material

1. This policy letter prescribes procedures and responsibilities for the reproduction of classified information. The procedures and responsibilities established in this policy letter apply to the entire 266th Finance Command.
2. Classified information will be reproduced in accordance with the following guidelines:
 - a. All classified documents will be reproduced in accordance with AR 380-5, Section IV, Chapter 6-25.
 - b. Classified documents will be reproduced only when necessary for the accomplishment of the mission.
 - c. Copies of classified documents will be kept to a minimum.
 - d. All copies of classified documents are subject to the same controls prescribed for the original document.
 - e. Do not allow un-cleared personnel access to the vicinity of the copier while copying classified information. Take precautions and be ware of who is nearby.
 - f. When finished copying classified information, process three or more blank pages through the copier to remove any latent images. Destroy the pages as classified waste.
 - g. Account for each reproduced copy.
3. Maintenance procedures if the machine fails to operate properly:
 - a. Notify the Security Manager immediately.
 - b. Remain at the copier until the failure is resolved.

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- c. Retrieve the original and all copies of the classified information (if possible).
 - d. Conduct an inventory of the classified information.
 - e. Monitor maintenance personnel while they service the copier. Retrieve any classified information from the copier at the earliest opportunity to prevent inadvertent disclosure to maintenance personnel.
 - f. Once the copier is operating properly, process three or more blank pages through the copier and destroy them as classified waste.
4. Inspect the copier and surrounding area to ensure no classified information has been left behind.
5. The photocopier designated to reproduce classified information up to SECRET is located in Bldg 4242, room 26 (vault room). A sign authorizing classified copying will be posted in the vicinity of the copier.
6. POC for this memorandum is the Security Manager at 379-5186.

KAREN E. DYSON
COL, FC
Commanding